

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Branch, A&M

DATE: 24 June 1948

FROM : Chief, Management Branch, A&M

SUBJECT: Issuance of Procedures to be followed by Responsible and Accountable Officers.

25X1A9a

Reference is made to your memorandum of 21 June 1948 pertaining to the issuance of property bulletins. I have discussed this matter with Colonel [REDACTED], and it has been determined that General Order No. 1 should not be amended to provide for the issuance of such bulletins. Instead of issuing property bulletins, inter-office memoranda signed by you should be issued to property officers and responsible officers covering items necessary to implement current Administrative Instructions on property control procedures. As stated in your memorandum, it is understood that such letters will not include any changes of basic policy or substantial changes in existing procedures.

25X1A9a

Document No. 14NO CHANGE IN CLASS. ☒☐ DECLASSIFIED

CLASS. CHANGED TO: TS S C

DDA FORM. 4 APR 77

Auth: DRA 500. 77/1785

Date: 06 APR 1978

by: 024